

ATTACHMENT

WASHINGTON METROPOLITAN AREA

SHUTTLE VEHICLE SERVICE SURVEY

For the purpose of this survey, shuttle vehicle service is any regularly scheduled transportation provided between two or more buildings or locations.

1. Department or agency: \_\_\_\_\_
  2. Does your agency provide shuttle vehicle services within the Washington Metropolitan area?
    - ☐ YES. Please complete the remaining questions.
    - ☐ NO. Omit remaining questions, sign and return.
  3. Answer the following only once for each department or agency if the answers are the same for all routes in the Washington Metropolitan area.
    - a. What is required for personnel to board shuttle vehicles operated by your department or agency?
      - ☐ ID card
      - ☐ Token
      - ☐ Shuttle pass
      - ☐ Sign Manifest
      - ☐ Other (specify) \_\_\_\_\_
    - b. Are personnel from other Federal agencies allowed to board shuttle vehicles operated by your department or agency under existing policies?
      - ☐ YES
      - ☐ NO
    - c. Are shuttle schedules published?
      - ☐ YES
      - ☐ NO
- Where? \_\_\_\_\_

4. Attach a schedule for each shuttle vehicle route operated by your department or agency. Indicate the number of schedules attached: \_\_\_\_\_.

Provide the following information as an attachment thereto:

- a. A map indicating the route, if available.
  - b. Miles one way from origin to destination, in case of loop route, from origin back to origin.
  - c. The type and seating capacity of the vehicle(s) used on the route.
  - d. The ownership of the vehicle(s).
  - e. Whether the route is used for passenger, mail or freight service.
  - f. Average number of passengers boarding the vehicles on each route per day.
  - g. Estimated cost to provide this shuttle service on a yearly basis (Cost estimates should include ownership or lease cost of vehicle; fuel and lubricants; maintenance costs; personnel costs).
  - h. Reason each route was established.
5. Attach the policies which cover the shuttle vehicle service.
6. Person to contact if additional information is required:

\_\_\_\_\_  
Telephone: \_\_\_\_\_